

LESSON 4: Managing the Reorder List Objectives

**At the conclusion of
this lesson, you will
be able to:**

- * **State two reasons you should use the Reorder List feature.**
- * **Manage products on a Reorder List.**
- * **Control access to a Reorder List.**
- * **Update a Reorder List in Review.**

LESSON 4: Managing the Reorder List Objectives

Search By Panel - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print

Address [by_ndx=0&narrowby_val=&border_prods=false&up_or_down=0&order_by=1&goto_prods=true&nrw_prod_desc=&inter_srch_val=&with_data=true&match_val=exact](#) Go Links

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Product Search

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Search Results Working List User Notes Address **Reorder List** Cart Status Reports

Search By: Enter one or two words to identify the product(s) of interest (e.g. modem, 9600):

Product Name ☒ Match Exact ☐ Match Any

Narrow Search By: Enter one or two words contained in the Supplier's name(terminate with * for wildcard search) to narrow the search results

Supplier Name

Narrow by Product Description

☐ Order Search Results By:

☒ View Products ☐ View Supplier Catalogs

[Execute Search](#)

Done Internet

4.1 What is a Reorder List?

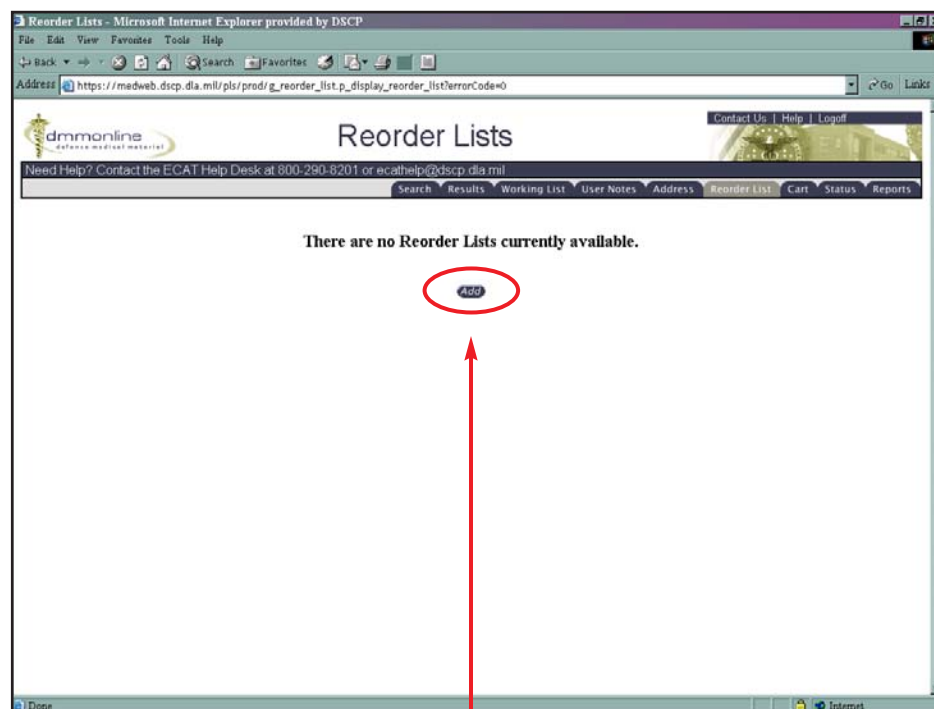
The Reorder List is a list (or lists) you can create of items you order on a recurring basis. If you order products on a recurring basis, using the **Reorder List** feature in ECAT is a way to eliminate the need to search for the same product each time you want to order it. Click the **Reorder List** tab to access this feature.

Reorder List Tab

LESSON 4: Managing the Reorder List

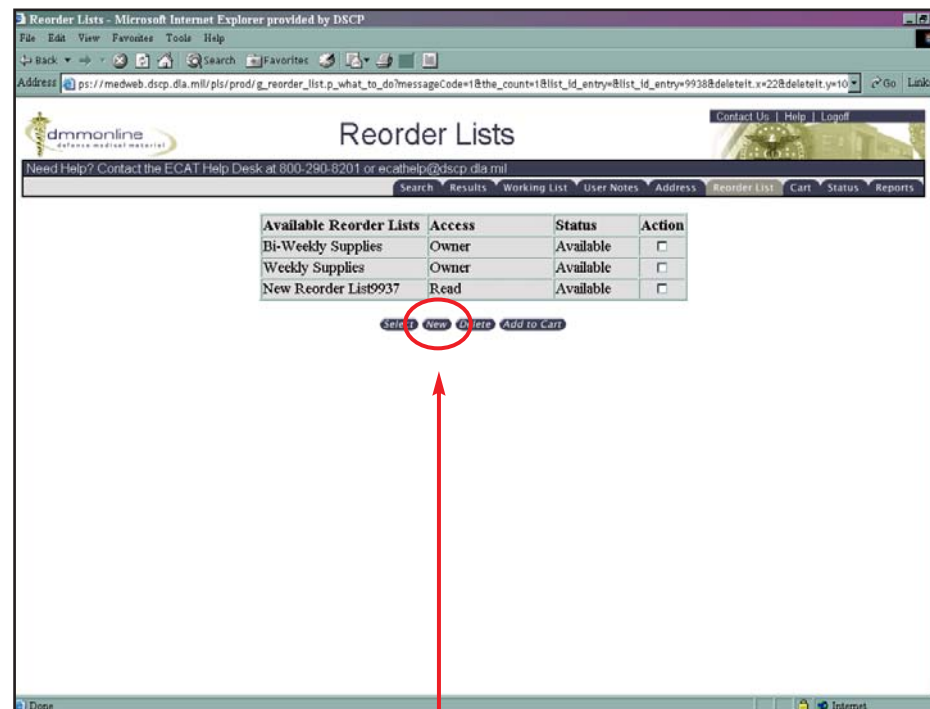
4.2 Create a new Reorder List

If you have never created a **Reorder List** before, the system will tell you that there are no Reorder Lists available and prompt you to create a new one. Click the **Add** button to create a new Reorder List.



Add button

If you have created previous **Reorder Lists**, the system displays all your available lists. Click the **New** button to create a new one.



New button

LESSON 4: Managing the Reorder List (continued)

Whether you are adding or creating a new Reorder List, the application will next ask you to name and describe the **Reorder List** that you are creating. Once you have done this, click the **Add** button to finalize the creation of the added or new **Reorder List**.

New Reorder List - Microsoft Internet Explorer provided by DSCP

Address: https://medweb.dscp.dla.mil/pls/prod/g_reorder_list.p_what_to_do?messageCode=0@the_count=0@list_id_entry=dummy@addnew.x=20@addnew.y=7

New Reorder List

Reorder List Name:
Bi-Weekly Supplies

Reorder List Description:
This list is for my Bi-Weekly Supplies

Add Cancel

Reorder Lists - Microsoft Internet Explorer provided by DSCP

Address: https://medweb.dscp.dla.mil/pls/prod/g_reorder_list.p_process_new_reorder_list?errorCode=0@Name=Bi-Weekly%Supplies@Description=@Add.x=21@Add.y=12

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Reorder Lists

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Search Results Working List User Notes Address Reorder List Cart Status Reports

Available Reorder Lists	Access	Status	Action
Bi-Weekly Supplies	Owner	Available	<input type="checkbox"/>

Select New Delete Add to Cart

LESSON 4: Managing the Reorder List (continued)

4.3 Manage the products on a Reorder List

Click the **Reorder List** tab to select an already created Reorder List, or create a new Reorder List as described in section 4.2.

4.3.1 Add, Select and Delete products

You can add products to the Reorder List through the Product Listing page and through the Cart. To access the Product Listing page, click the **Results** tab. To access the Cart, click the **Cart** tab. This section explains how to add products to the Reorder List from the Product Listing page. To learn how to add products to the Reorder List from the Cart, please refer to section 6.4.

- * Click the **Action** box for the product you want to add to the Reorder List.
- * Select the **Reorder List** that you want to add the products to from the dropdown box at the bottom of the page.
- * Click the **Add to Reorder List** button.

When the item is added to the list, the product will be highlighted in blue.

Product Listing

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Search Results Working List User Notes Address Reorder List Cart Status Reports

Product Name Search: VINYL GLOVES (Match Exact)
Narrowing by Product Description: POWDERED

Products 1 to 6 out of 6.

Supplier(Catalog)	Product Name	Part Number	Price	UOI	Items/UOI	Lead Time	Quantity Ordered	Action
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES, VINYL, 5mil	5762R30	\$7.18	Box	100	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES, VINYL, LARGE	5762J40	\$6.04	Package	100	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES, VINYL, MEDIUM	5762R20	\$7.18	Box	100	2		<input type="checkbox"/>
ECAT Test Supplier A (Ecat Test Supplier A Catalog)	GLOVES, VINYL	5762R10	\$7.23	Box	100	2		<input type="checkbox"/>
ECAT Test Supplier D (ECAT Test Supplier D Catalog)	GLOVES SEAMLESS VINYL, DISPOSABLE POWDERED, 0.005-IN GAUGE, LARGE	G3026-100EA	\$27.04	Each	1	2		<input checked="" type="checkbox"/>
ECAT Test Supplier D (ECAT Test Supplier D Catalog)	GLOVES SEAMLESS VINYL, DISPOSABLE POWDERED, 0.005-IN GAUGE, MEDIUM	G9775-100EA	\$13.76	Each	1	2		<input type="checkbox"/>

Current Reorder List: [B-Weekly Supplies](#)

[Add to Working List](#) [Add to Reorder List](#) [Add to Cart](#) [Add to User Notes](#)

LESSON 4: Managing the Reorder List (continued)

Once items are in your Reorder List, you will have to **Select** them in order to manipulate them. Select an item in the Reorder List by clicking the **Selected** box next to it. If you want to select all of the items in the Reorder List, click the **Select All** button at the bottom of the page.

Selected box

Select All button

Reorder List - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Address: https://medweb.dscp.dla.mil/pls/prod/g_reorder_list.p_display_reorder_list?errorCode=0

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Reorder List

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Search Results Working List User Notes Address Reorder List Cart Status Reports

Reorder List Name: Bi-Weekly Supplies

Sort by: LSN,Supplier Name,Part Number

Supplier Name	Product	Part Number	Quantity	Price	UOI	Items / UOI	Lead Time	Local Stock Number	Selected
ECAT Test Supplier A	BEAKER GRIFFIN 1000ML	02540PE	1	\$142.59	Case	24	2		<input type="checkbox"/>
ECAT Test Supplier D	GLOVES SEAMLESS VINYL, DISPOSABLE POWDERED, 0.0065-IN GAUGE, LARGE	G3026-100EA	1	\$27.04	Each	1	2		<input type="checkbox"/>

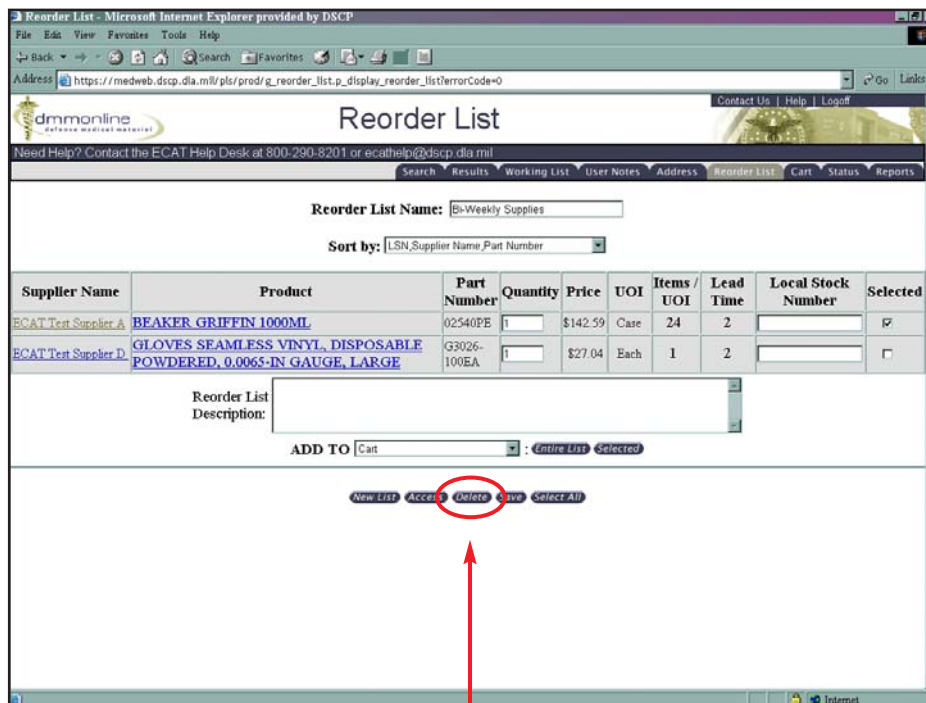
Reorder List Description:

ADD TO: Cart : Entire List Selected

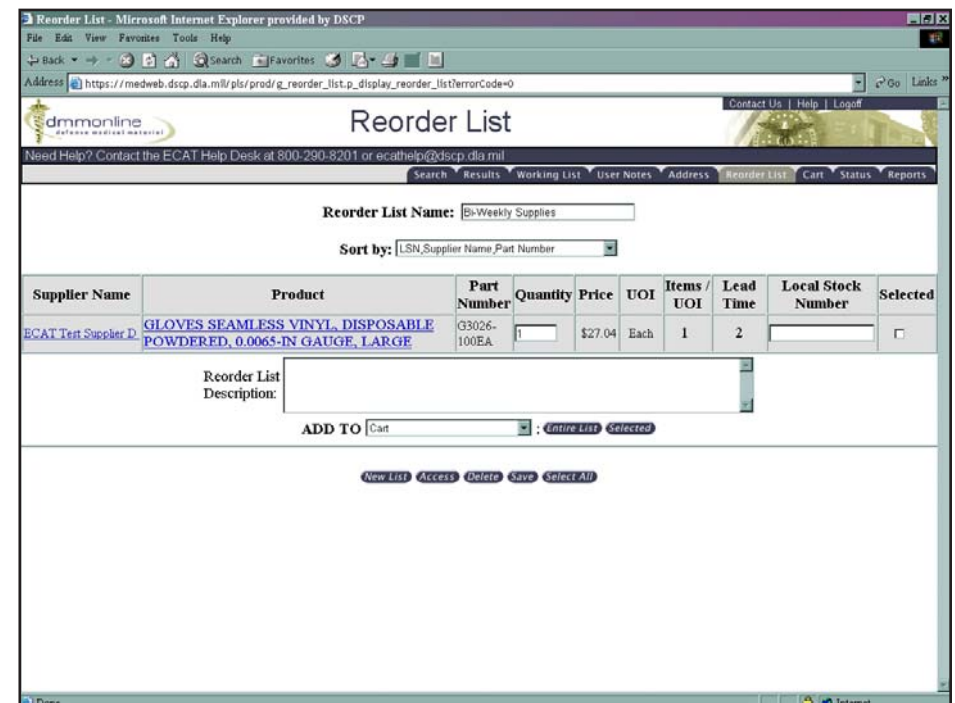
New List Access Delete Save Select All

LESSON 4: Managing the Reorder List (continued)

Just as a product can be added to the **Reorder List**, it can also be deleted. Click on the **Selected** box next to the product you want to delete, then click the **Delete** button. The item is automatically deleted from the **Reorder List**.



Delete button



LESSON 4: Managing the Reorder List (continued)

4.4 Save a Reorder List

Once you have finished adding and deleting items from the **Reorder List**, you should save the list so you can access it again in the future. Click the **Save** button to save your list.

Reorder List - Microsoft Internet Explorer provided by DSCP

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print View Source

Address https://medweb.dscp.dla.mil/pls/prod/g_reorder_list.p_display_reorder_list?errorCode=0 Go Links

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Search Results Working List User Notes Address Reorder List Cart Status Reports

Reorder List Name:

Sort by:

Supplier Name	Product	Part Number	Quantity	Price	UOI	Items / UOI	Lead Time	Local Stock Number	Selected
ECAT Test Supplier D	GLOVES SEAMLESS VINYL, DISPOSABLE POWDERED, 0.0065-IN GAUGE, LARGE	G3026-100EA	<input type="text" value="1"/>	\$27.04	Each	1	2	<input type="text"/>	<input type="checkbox"/>

Reorder List Description:

ADD TO :

Save button

LESSON 4: Managing the Reorder List (continued)

4.5 Control access to a Reorder List

By default, only you can see your Reorder Lists when you access ECAT. Sometimes, though, you might want to let other users use your lists. To grant other users access to your **Reorder Lists**, click the **Access** button on the Reorder List page. Select a user from the **Available Users** listbox, then click the **Add** button to move the user to the **Current Users** listbox.

The first screenshot shows the 'Reorder List' page. The 'Access' button is circled in red. A red arrow points from the text 'Click the Access button' to this button.

The second screenshot shows the 'Reorder List Access' page. The 'Available Users' dropdown box is circled in red. A red arrow points from the text 'Highlight appropriate user in Available Users dropdown box' to this box.

The third screenshot shows the 'Reorder List Access' page. The 'Current Users' listbox is circled in red, showing the user 'MAYSUG' has been added. A red arrow points from the text 'User appears in the Current Users box' to this listbox.

* Click the **Access** button

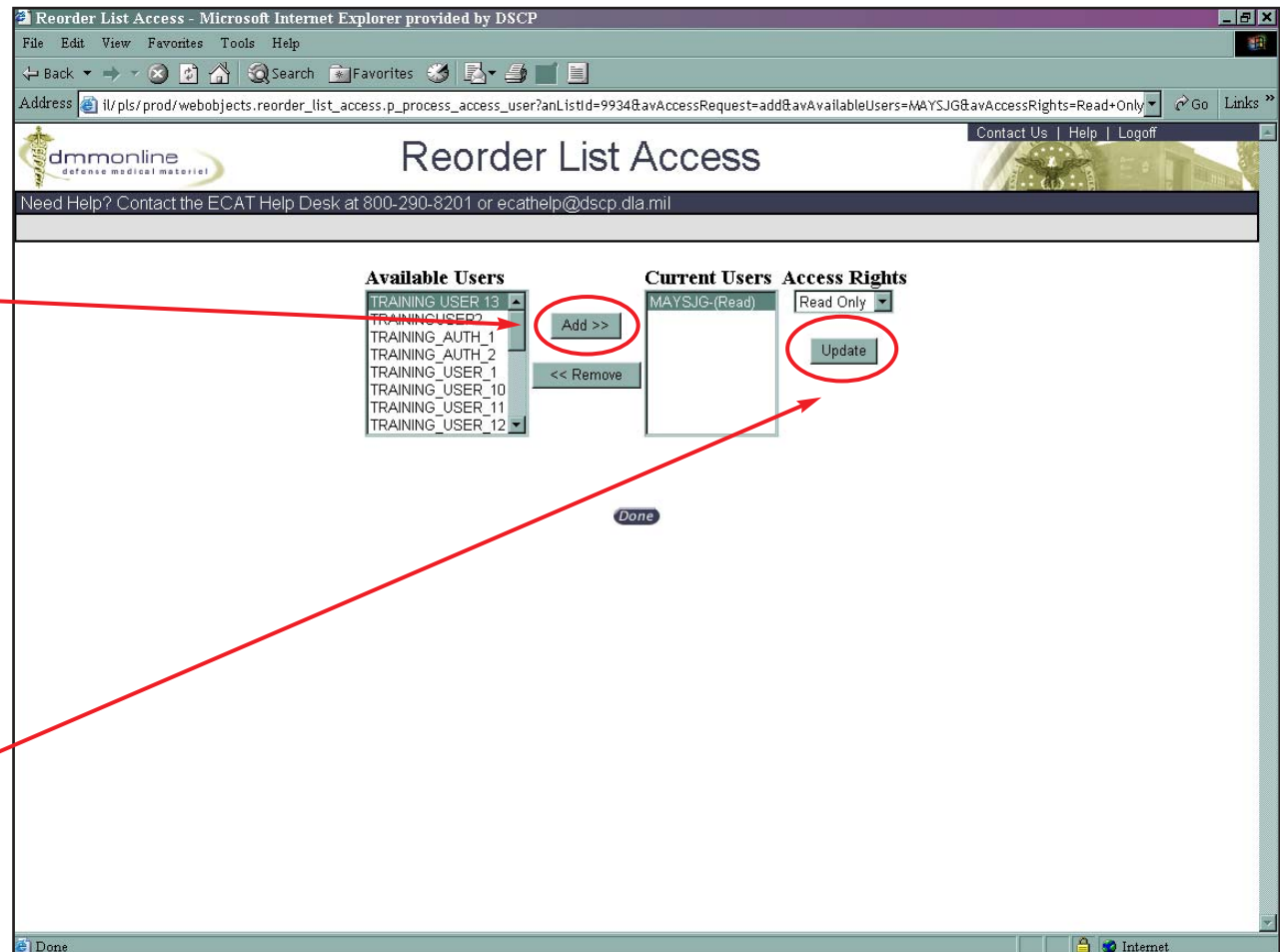
- * Highlight appropriate user in **Available Users** dropdown box
- * Click the **Add** button

* User appears in the **Current Users** box

LESSON 4: Managing the Reorder List (continued)

The Reorder List Access page gives you a lot of flexibility when you set the access rights to your Reorder Lists.

- * You can add multiple users to your Access list by highlighting each user and clicking the **Add** button.
- * You can grant different users different access rights on the same list by changing the option in the Access Rights dropdown box for each user before clicking the **Add** button.
- * You can change a Current User's access rights after he/she has been added by highlighting the user in the Current User box, changing the option in the Access Rights dropdown box, and clicking the **Update** button.
- * Click **Done** when you are finished setting access rights to your **Reorder List** to save your changes.



4.5.1 Types of Access

After you have granted users access to your lists, you must set the users' access rights by selecting from the **Access Rights** listbox. There are three types of rights that can be granted to a user:

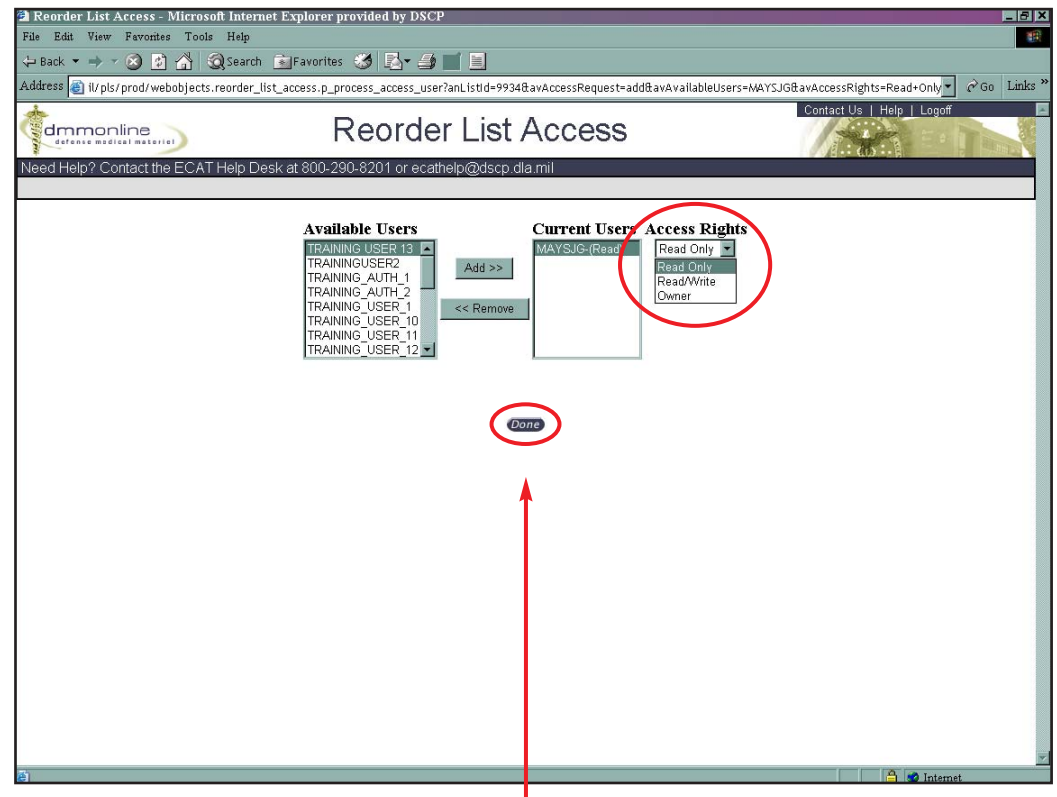
- * **Owner**
- * **Read/Write**
- * **Read Only**

Owner - The creator of the list is automatically considered the Owner of the list, granting the creator Owner status. The Owner can add and delete items on the list, delete the entire list, and send items from the list to the Cart. This user also has the ability to assign access rights to the lists. Owner status is transferable among users. However, be aware that once Owner status is transferred, the original Owner retains merely Read Only privileges to the list.

Read/Write - A user with Read/Write privileges has the same list modification, deletion, and Cart-sending privileges as the Owner, but this user cannot change other users' access rights.

Read Only - A user with Read Only privileges may view the list and send items from it to the Cart, but this user does not have the right to modify it or change other users' access to it in any way.

After you have selected the appropriate level of access for each user with access to your Reorder List, click the **Done** button to apply your changes.

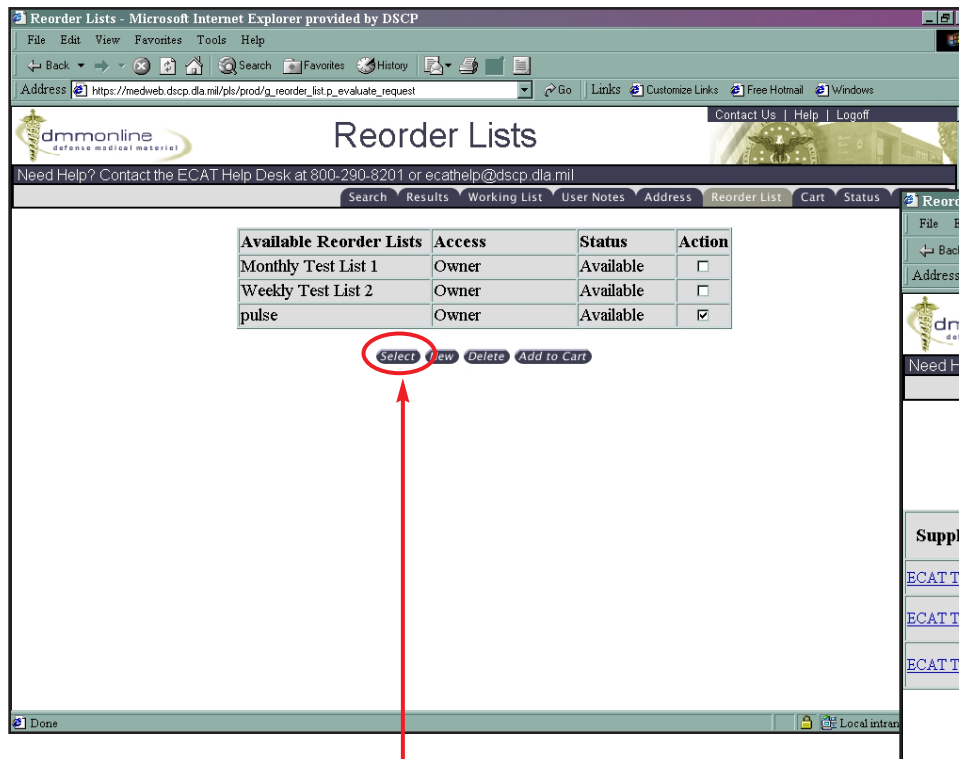


Done button

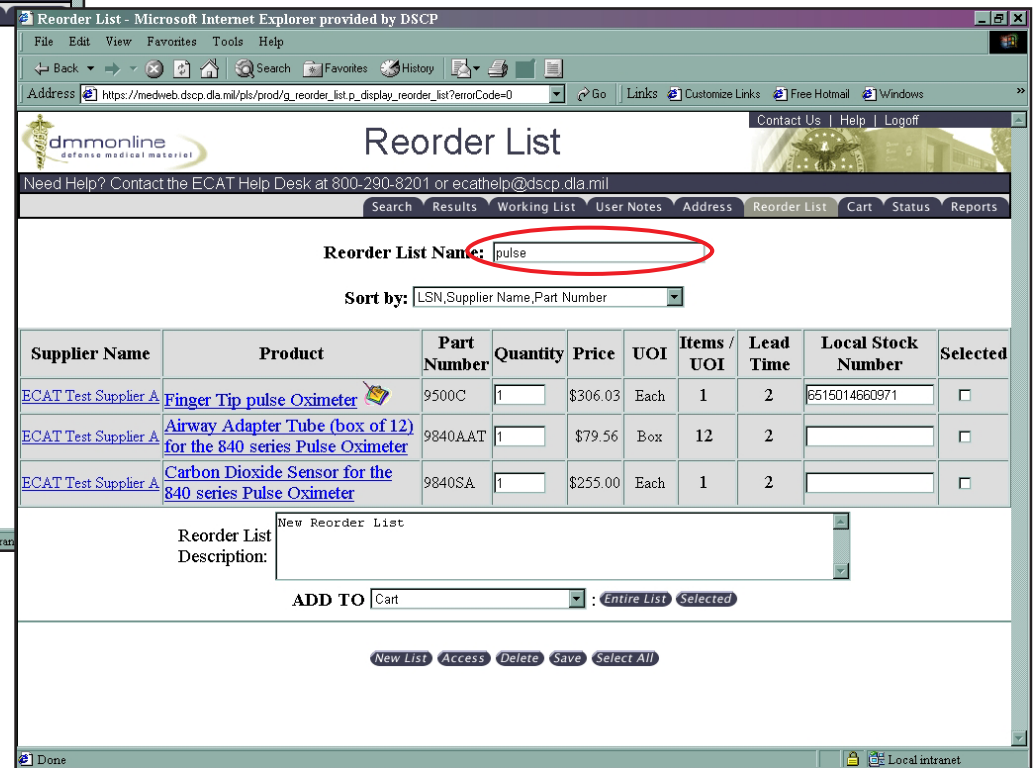
LESSON 4: Managing the Reorder List (continued)

4.6 View an existing Reorder List

If you already have a Reorder List created, when you click the Reorder List tab from the Product Search page, you will have a choice of lists to view. To view the products in an existing **Reorder List**, click the **Action** box next to it, then click the **Select** button.



Select button

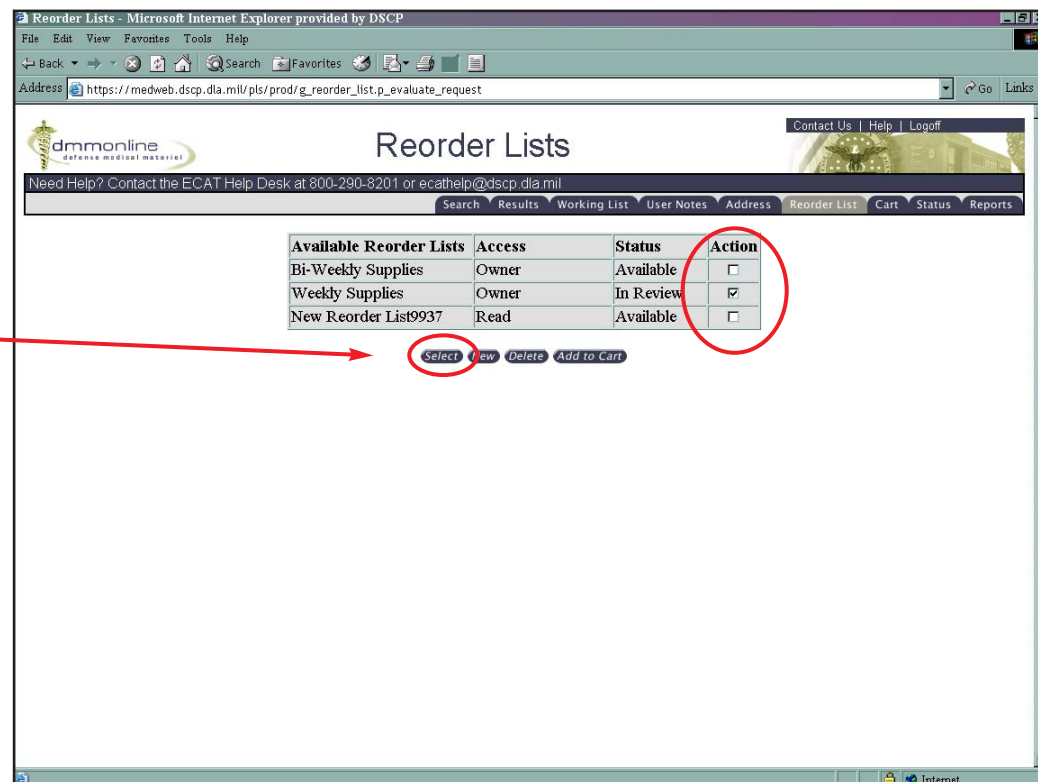


4.7 Reorder Lists in Review

One of the columns on the **Reorder List** page is Status. Until now, it has always said “Available”, which means there has been no change made to any of the items in the list. However, sometimes the status of a Reorder List will be “In Review”, which means a supplier, for one or more of the products on the list, has made a change to the products since the time the Reorder List was created. The supplier may have changed the price or may have deleted the item from its catalog. In order to see which item has been changed, you must view the Reorder List.

To view an existing Reorder List:

- * Check the Action box next to the list you wish to view and then click the **Select** button.



LESSON 4: Managing the Reorder List (continued)

4.7.1 Approve Changes to a Reorder List

If, after you have reviewed the changed product, you want to continue to have that product in your **Reorder List**, click the **Selected** box next to the product that changed, which is highlighted in red, and then click the **Approve** button.

To update the change to your **Reorder List** and change it from “**Changed**” status to “**Approved**” status, click the **Publish** button.

Reorder List - Microsoft Internet Explorer provided by DSCP

Reorder List Name: Weekly Supplies

In Review

Sort by: LSN, Supplier Name, Part Number

Supplier Name	Product	Part Number	Quantity	Price	UOI	Items / UOI	Lead Time	Local Stock Number	Status	Old Product	Old Part Number	Old Price	Old UOI	Old Items / UOI	Old Description	Selected
ECAT Test Supplier A	Nonin Finger Tip pulse Oximeter	9500C	1	\$306.03	Each	1	2	6515014600971	Approved							<input type="checkbox"/>
ECAT Test Supplier A	BEAKER W/HAND 3000ML 6/CS 1/PK	1223-3000	1	\$179.80	Case	6	2		Changed	BEAKER W/HAND 3000ML 6/CS 1/PK	1223-3000	\$178.78	Case	6	BEAKER W/HAND 3000ML 6/CS 1/PK	<input checked="" type="checkbox"/>
ECAT Test Supplier A	GLOVES VINYLITE	40862	1	\$6.12	Box	100	2		Approved							<input type="checkbox"/>

Reorder List Description:

Approve Publish

Reorder List - Microsoft Internet Explorer provided by DSCP

Reorder List Name: Weekly Supplies

Sort by: LSN, Supplier Name, Part Number

Supplier Name	Product	Part Number	Quantity	Price	UOI	Items / UOI	Lead Time	Local Stock Number	Selected
ECAT Test Supplier A	Nonin Finger Tip pulse Oximeter	9500C	1	\$306.03	Each	1	2	6515014600971	<input type="checkbox"/>
ECAT Test Supplier A	BEAKER W/HAND 3000ML 6/CS 1/PK	1223-3000	1	\$179.80	Case	6	2		<input checked="" type="checkbox"/>
ECAT Test Supplier A	GLOVES VINYLITE	40862	1	\$6.12	Box	100	2		<input type="checkbox"/>

Reorder List Description:

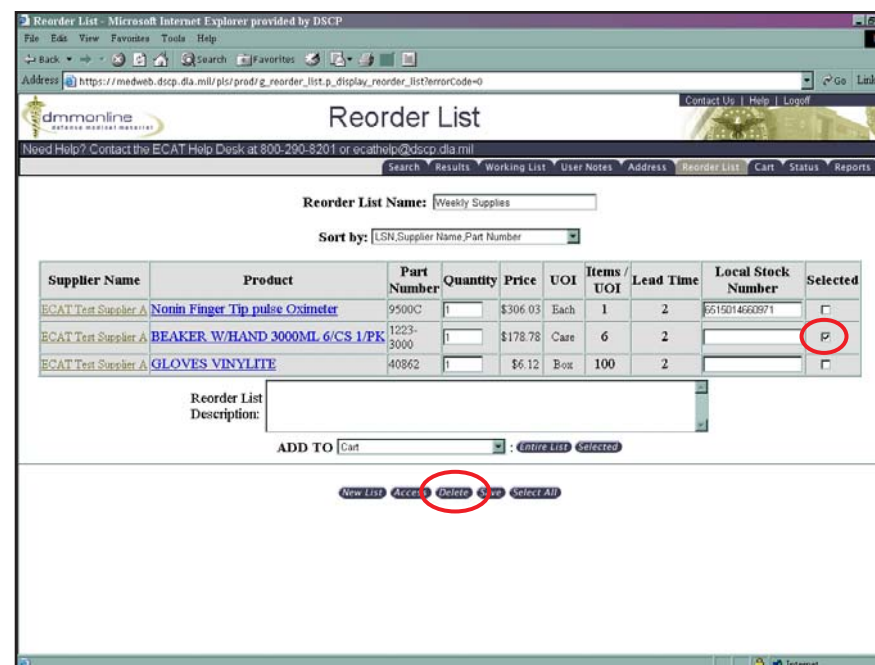
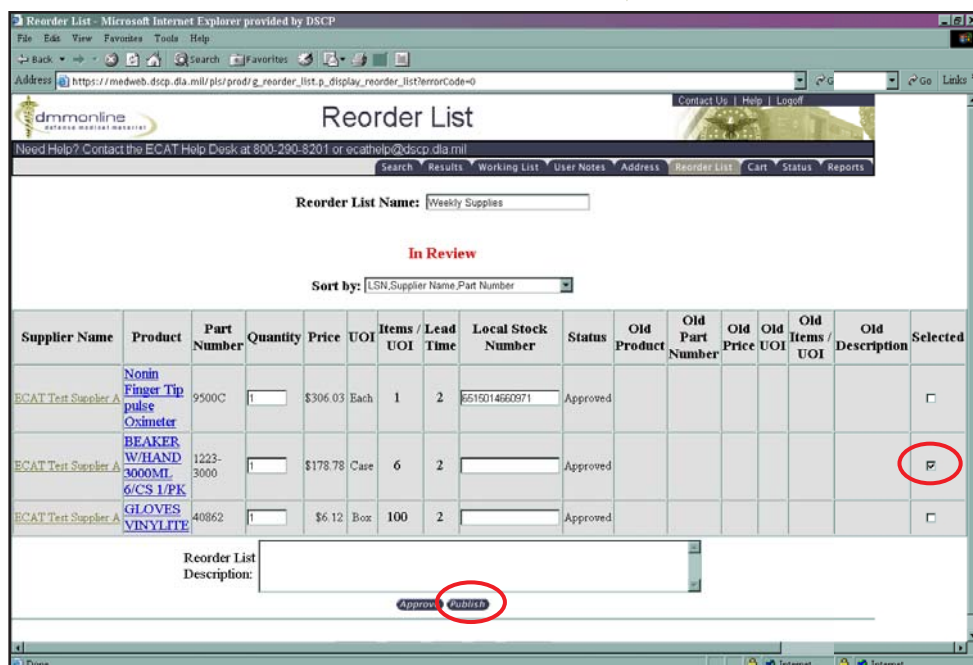
ADD TO [Cart] : Entire List Selected

New List Access Delete Save Select All

LESSON 4: Managing the Reorder List (continued)

4.7.2 Disapprove a Change Made to the Reorder List

If after reviewing the change, you decide that you no longer want the item in your **Reorder List**, then click the **Selected** box next to the product and click the **Publish** button. This takes you to the **Reorder List** page. There, click the **Selected** box next to the product that you no longer want, click the **Delete** button, and the item will be removed from the **Reorder List**.



LESSON 4: Managing the Reorder List (continued)

4.8 Download to DMLSS

The **Download to DMLSS** button is located at the bottom of the Reorder List page. If you have the DMLSS Retail ordering system loaded on your PC, then clicking this button will download a file containing your reorder list information to your PC and will place this file directly into your DMLSS directory. You can then use the DMLSS system to place your order for the items. An overview of the ordering process can be found in Appendix D.

The ECAT Help Desk has received calls from users who have reported trouble receiving status on orders placed from the DMLSS Retail ordering system. This is most likely a result of a problem with the way the DMLSS system is receiving the order status from the ECAT system. Therefore, please contact the **DMLSS Help Desk** first to correct this problem, not the ECAT Help Desk. The DMLSS Help Desk can be reached at 800-600-9332.

Reorder List - Microsoft Internet Explorer provided by DSCP

Address: https://medweb.dscp.dia.mil/pls/prod/g_reorder_list.p_display_reorder_list?errorCode=0

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Reorder List

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Search Working List User Notes Address Reorder List Cart Status Reports

Reorder List Name: pulse

Sort by: LSN,Supplier Name,Part Number

Supplier Name	Product	Part Number	Quantity	Price	UOI	Items / UOI	Lead Time	Local Stock Number	Select
ECAT Test Supplier A	Finger Tip pulse Oximeter Supplier: 100000095 Catalog: 100 Item: 49	9500C	1	\$306.03	Each	1	2	6515014660971	<input type="checkbox"/>
ECAT Test Supplier A	Airway Adapter Tube (box of 12) for the 840 series Pulse Oximeter Supplier: 100000095 Catalog: 100 Item: 47	9840AAT	1	\$79.56	Box	12	2		<input type="checkbox"/>
ECAT Test Supplier A	Carbon Dioxide Sensor for the 840 series Pulse Oximeter Supplier: 100000095 Catalog: 100 Item: 48	9840SA	1	\$255.00	Each	1	2		<input type="checkbox"/>

Reorder List Description: New Reorder List

ADD TO: Cart : Entire List Selected

New List Access Delete Save **Download to DMLSS** Select All

Below are a few questions designed to reinforce the material presented in the preceding lesson.
Please take a few minutes to carefully read and answer them. The answers can be found in Appendix F.

Lesson 4 Questions

1. Why should you use the Reorder List feature in ECAT?

- a. To eliminate the need to sort your search results each time you want to search for items
- b. To create a list of items that you order on a recurring basis
- c. To place the items you want to order in your shopping cart for purchase
- d. To compare multiple items' prices and availability

2. How do you access the Reorder List feature?

- a. Click the Reorder List tab
- b. Click the "Add to Reorder List" button
- c. Click the Cart tab
- d. Click the "Add to Working List" button

3. From which two pages can you add items to the Reorder List?

- a. User Notes & Search
- b. Product Listing & Search
- c. Product Listing & Cart
- d. Cart & User Notes

4. What series of actions would you follow to delete an item from a previously created Reorder List? (begin from clicking the Reorder List tab, assume multiple lists exist)

- a. Click the action checkbox next to the Reorder List, click the "select" button, click the "selected" checkbox on the line of the item to be deleted, click the "delete" button
- b. Click the action checkbox next to the Reorder List with the product to be deleted, click the "delete" button
- c. Click the action checkbox next to the Reorder List, click the "select" button, click the name of the product to be deleted, click the "delete" button
- d. Click the action checkbox next to the Reorder List, click the "select" button, click the supplier name of the product to be deleted, click the "delete" button

5. By default, when you create a new Reorder List, who has access to it?

- a. Everyone at your site
- b. You and your supervisor
- c. The Group Administrator at your site
- d. You

6. What is the definition of Read/Write access?

- a. User can access and view a Reorder List, but cannot perform any other action
- b. User can add and delete items and/or delete the entire Reorder List
- c. User can transfer control of the list from one user to another
- d. User can add and delete items, but can not delete lists

7. Which term in the status column of the Reorder List indicates that the supplier has made a change to a product since the Reorder List was created?

- a. Available
- b. Change
- c. In Review
- d. Update

8. Which of the following changes to an item will cause a Reorder List to go In Review?

- a. An item was added to a supplier's catalog
- b. Price of an item has changed
- c. Name of the item changed
- d. Manufacturer name changed